
ACADEMIC SEARCH PREMIER

Academic Search Premier provides research from journals in such subjects as the social sciences, humanities, general science, multi-cultural studies, and education.

START:

- From workstations in the library, click on the the *Montgomery College Libraries* icon. Click on **on-Campus**.
- From any on-campus workstation, type the URL: <http://www.montgomerycollege.edu/library/>. Click on **on-Campus**.
- For off-campus Internet access, type the URL: <http://www.montgomerycollege.edu/library/>. Click on **home or work**. The user name is your last name only (lower case) and the password is your student i.d. number (no dashes or spaces).
- Do not use MyMC to access online databases. Go directly to the Library Web page using the URL listed above.

Select Academic Search Premier from the list by clicking on it. You will be presented with the search screen.

SEARCH:

Academic Search Premier offers two methods of searching but defaults to the **Basic/Keyword Search**. You can also choose from other search options within the **Basic Search** by clicking on these options in the green bar.

To choose the **Advanced Search**, click on the **Advanced Search Tab** above the green bar. The default is to **Keyword Search**, but you can also click on the other options located in the green bar as in the **Basic Search**.

BASIC INSTRUCTION:

- Type your search in the narrow, long white box located at the top of the screen next to the word **Find**,
- Limit your searches by using the options located below **Limit your results:**.
 1. To find only full-text articles, click in box next to **Full Text**.
 2. To limit to only one magazine, type in name of magazine in box provided.
 3. To limit by date, use the drop down boxes for month and type in the last two digits for the year.
- To expand your search, click in the options located below **Expand your search to:**.
 1. To include words related to your search terms, click in box next to **Also Search for Related Terms** or in the box next to **Search within Full Text Articles** to search the keywords in the entire article.

To enter the search, click on the **Search** button to the right of the **Find** box.

Keyword Search allows you to search using a word or boolean search using AND, OR, and NOT. The results are displayed in descending order with the most recent article first.

- **AND** combines search words so that results contain all of the words.
Example: education and technology will retrieve articles that include both words.
- **OR** combines search words so results will have at least one of the words.
Example: education or technology will retrieve articles with education but not technology and also articles with technology but not education.
- **NOT** excludes words so that the articles retrieved will not include a word.
Example: education not technology will result in articles that contain the word education but not technology.

In a **phrase search**, for example, the phrase *the rising medical costs in the United States* will retrieve articles that contain the words *rising, medical, costs, united, or states*. Prepositions are excluded from the search. The more words that appear in an article, the more likely it will be listed closer to the top of the results list.





Advanced Search offers multiple text boxes, searchable fields, and other search options to create a more focused search.

VIEWING RESULTS:

Your search will produce a listing of citations. To sort the results by source, author, or relevance, click on the drop down menu **Sort by :** to select one of these options .

- To view the full bibliographic record of an article, click on the title of the article.
- To view the full text of an article, click on **HTML Full Text** or **PDF Full Text** located under article title. *(Only if available as not all articles are full-text).*

PRINTING AND E-MAILING ARTICLES:

- From the result list, mark the items you want to print by clicking on  **Add** next to the article. When the list is completed, click on  **Folder** at top of screen to see list. To print out list, click **Print** button. This will open a delivery window with options. Click **Print** again.
- To print out the full text of an article, click on **HTML Full Text** located under the article title and citation information. Click the  **Print** button at the top of the screen. This will open a delivery window with options. Click **Print** and in the print box click **Print** again.
- To print **PDF Full Text**, click on **PDF Full Text** under the article title and citation information. Click the **Print** icon located at the top of the screen and then click **Print** in the print box.
- To **E-Mail** article, click  **E-Mail** icon at the top of the screen. Enter your e-mail address and click **Send**.

Need more help? Call or ask at the Reference Desk!

Montgomery College Libraries

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